# Saskatchewan Apprenticeship and Trade Certification Commission

# Annual Report for 2013-14

*saskapprenticeship.ca*

Government of Saskatchewan

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# Letters of Transmittal

October 2014

The Honourable Vaughn Solomon Schofield
Lieutenant Governor of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4T 1B7

Your Honour:

I have the privilege to present the Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for the year ending June 30, 2014. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999.*

Respectfully submitted,

Bill Boyd
Minister Responsible for the
Saskatchewan Apprenticeship and Trade Certification Commission

October 2014

Honourable Bill Boyd
Minister Responsible for the Saskatchewan Apprenticeship
and Trade Certification Commission
Room 340, Legislative Building
REGINA SK S4S 0B3

Dear Minister Boyd:

We have the honour to present the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2013 to June 30, 2014.

Respectfully submitted,

Garry Kot
Commission Board Chairperson

Jeff Ritter
Chief Executive Officer

# A Message from the Commission Board Chairperson

It is my pleasure to present the 2013-14 Saskatchewan Apprenticeship and Trade Certification Commission Annual Report on behalf of the Board of Directors.

Apprenticeship remains a system of training that not only grows, but also strengthens a workforce. It ensures that the culture and practices of a company are developed through generations of personnel. And as a quality, attainable training method, it encourages young people to enter into the skilled trades.

Certification provides the assurance of a person's abilities, and gives journeypersons the proof of the skills and experience they have achieved.

The Board of Directors is represented by employers and employees selected by industries of the Agriculture, Tourism and Service Sector; the Construction Sector; the Production and Maintenance Sector; and the Motive Repair Sector. They are joined by representatives from the Government of Saskatchewan, SIAST; and representatives of the equity groups of persons with disabilities, First Nations, Métis, Northern Saskatchewan, and Women in Trades. Together, the 20 members of the Board provide direction for the SATCC.

This direction is provided through structured Board Governance, which begins with strategic planning. Before the fiscal year begins, the Board meets to review the five key fundamental goals of the 2012-17 Strategic Plan – Training, Advocacy, Funding, Industry Needs and Efficiency. This planning session is followed by enterprise risk management, and provides the framework for management to develop the Operational Plan and Business Plan.

I would like to thank departing members of the Board for their commitment to the SATCC. Departing in 2013-14 were Monte Allen, Jim Deck, Gord Heidel, Rupen Pandya, Linda Turta and Brent Waldo. As we move to the 2014-15 year, we welcome our new members Lorne Andersen, Rhonda Hipperson, Joe Kleinsasser, Julie Lemire, Alastair MacFadden, Brian Marshall, Terry Parker, Drew Tiefenbach, and Karen Zunti.

Thank you to our CEO Jeff Ritter and his team of employees at the SATCC who ensure the system runs smoothly and effectively. I would also like to extend a thank you to the over 600 members of the Trade Boards, Curriculum Examination Development Boards, and Trade Examining Boards.

The apprenticeship and trade certification system in Saskatchewan is one to be extremely proud of. I look forward to the continued success of the SATCC as we build on the 2013-14 year.

Garry Kot, Commission Board Chairperson

# A Message from the Chief Executive Officer

The Saskatchewan Apprenticeship and Trade Certification Commission has continued its success in managing and developing the apprenticeship training and certification system in Saskatchewan in the 2013-14 year. As recognized standards within the skilled trades labour market become increasingly significant, the importance of apprenticeship and certification continues to grow. The system of apprenticeship training has been proven throughout the world for hundreds of years, and formally for nearly 70 years in this province. It remains a key component of Saskatchewan's labour market.

I am pleased to present the SATCC Annual Report which contain results for the 2013-14 year. It has been a year of achievement and development, and the key initiative outcomes and statistics demonstrate the organization's results. The SATCC has focused on initiatives such as innovative training delivery, close collaborations with industry partners, exploration of technical solutions to increase efficiency, and dedication to full uptake of the technical training seats funded by the Government of Saskatchewan.

As of June 30, 2014, there were 10,352 apprentices registered with the SATCC. Throughout the 2013-14 year, the SATCC provided services to 15,975 apprentices. This growth continues to increase year over year. The SATCC has also built upon last year's extensive research into completion rates. The Real Completion Rate for the 2013-14 year for all trades is about 61%, recognizing that significant variation in the rate exists between trades, particularly compulsory and non-compulsory trades.

The annual report will further account to apprentices, journeypersons, employers, stakeholders, and the Government of Saskatchewan the operational activities, performance results, and financial results of the SATCC's fiscal year of July 1, 2013 and June 30, 2014. These reports are the results of the goals, key actions, and performance measures as outlined in the 2012-17 Strategic Plan and the 2013-14 Business Plan.

The SATCC is focused on fulfilling its mandate of developing and executing a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons. This achievement is in large part possible due to the successful programs of the Aboriginal Apprenticeship Initiatives, the Blue Seal Program, the Saskatchewan Youth Apprenticeship (SYA) program, and the SYA Industry Scholarships. Saskatchewan has also been a key contributing member to the Canadian Council of Directors of Apprenticeship, its committees, and its initiatives, including harmonization of apprenticeship programs across Canada.

The SATCC is fortunate to have close working relationships with many partners. I would like to thank our industry and training partners for your investment in the apprenticeship system and your continued focus on developing this organization.

I would like to thank the Board of Directors, who represent their various industry and demographic groups, and who together provide the strategic direction of the SATCC. Thank you to the Government of Saskatchewan through the Ministry of the Economy, which continues to demonstrate their confidence in apprenticeship and certification to address labour market issues of Saskatchewan.

Thank you to the staff of the SATCC. Your dedication to apprenticeship and certification leads to the delivery of the SATCC'S excellent standards and results, the growth of careers in the skilled trades, and development of Saskatchewan's economy.

Jeff Ritter

# Alignment with Government's Direction

The SATCC's activities in 2013-14 aligned with the Government's vision and four goals:

**Government's Vision**

A strong and growing Saskatchewan, the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life.

**Government's Goals**

- Sustaining growth and opportunities for Saskatchewan people
- Improving our quality of life
- Making life affordable
- Delivering responsive and responsible government

Together, all ministries and agencies support the achievement of Government's four goals and work towards a secure and prosperous Saskatchewan.

The SATCC plays a large role in sustaining growth and opportunities for Saskatchewan people, and continues to deliver responsive and responsible services to the people of Saskatchewan.

Apprenticeship and trade certification is a demand-side training program, contributing to Saskatchewan's labour market development. Apprenticeship training differs from supply-side pre-employment type training programs that are generally offered in post-secondary training institutions to prepare graduates for entry into the workforce.

Apprentices are indentured after becoming employed, and therefore training apprentices is directly meeting the demands of the labour market, which in turns leads to development within the province as a whole.

The SATCC continues to demonstrate strong leadership in apprenticeship and trade certification throughout Canada that ensures program effectiveness and continued improvement.

# Commission Overview

## Authority

*The Apprenticeship and Trade Certification Act, 1999* establishes the Commission as a corporation and agent of the Crown, and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The Commission is given the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and the *Act*, the Commission is accountable to the industry it serves and the Government of Saskatchewan.

The Commission reports to the Minister of the Economy, who is responsible for the administration of *The Apprenticeship and Trade Certification Act, 1999*. The Commission has 72.4 full time equivalent (FTE) positions and operates nine offices across Saskatchewan.

## Values, Vision and Mandate

The Commission uses its human, financial and capital resources to achieve its vision and mandate through key programs and operations.

The following principles and values guide the Commission's work both internally and externally:

- Industry-focus
- Collaboration
- Responsiveness
- Equity
- Transparency
- Accountability
- Innovation
- Excellence

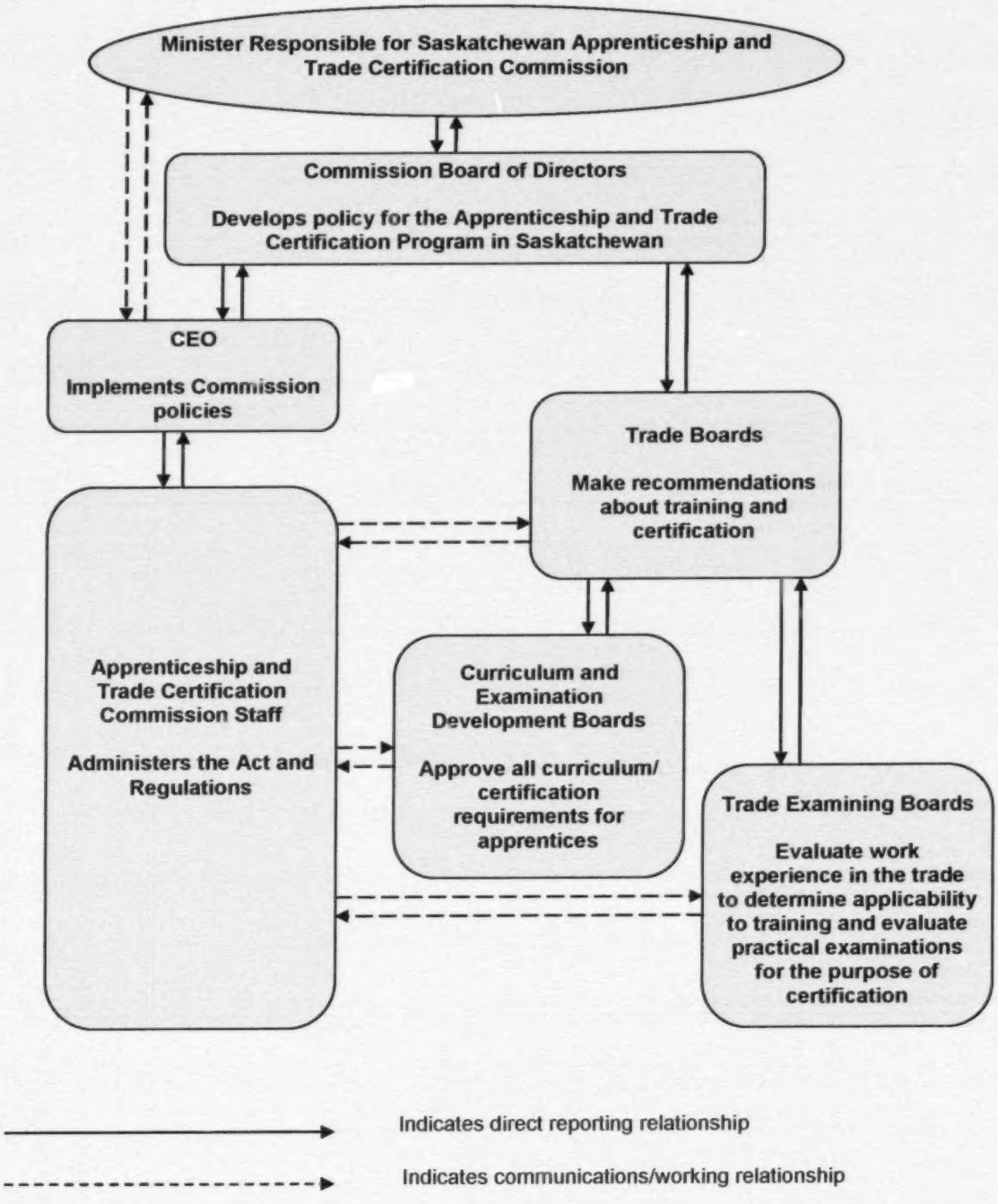
Vision

A skilled and representative trades workforce, industry trained and certified.

Mandate

To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

## Governance


Minister Responsible for Saskatchewan Apprenticeship and Trade Certification Commission
Commission Board of Directors
Develops policy for the Apprenticeship and Trade Certification Program in Saskatchewan
CEO
Implements Commission policies
Trade Boards
Make recommendations about training and certification
Apprenticeship and Trade Certification Commission Staff
Administers the Act and Regulations
Curriculum and Examination Development Boards
Approve all curriculum/ certification requirements for apprentices
Trade Examining Boards
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification
Indicates direct reporting relationship
Indicates communications/working relationship

## Operational Activities

The following responsibilities and activities are key to the Commission fulfilling its mandated and legislated responsibilities.

- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons.
- Assess apprentice work experience and prior learning.
- Administrative support and facilitation of Commission and Trade Board activities.
- Develop and implement an annual technical training plan for registered apprentices.
- Develop and administer examinations.
- Administer journeyperson certificates.
- Monitor on-the-job apprenticeship programs and regulate through employer visits.
- Administer apprentice allowances for technical training.
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders.
- Lead and participate in interprovincial apprenticeship and trade certification and related activities.
- Develop and implement program promotion and awareness materials and campaigns.
- Prudent management of financial and human resources.

## Board of Directors

A Board of Directors of up to 20 members is appointed by the provincial government to govern the Commission. Twelve members are selected by industry, based on sectors and equally representing employers and employees. Other Board members are selected by the Minister Responsible for the Commission and represent other stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

A matrix of skills and representation helps ensure the Board collectively will have the necessary personal attributes, skills and competencies required to:

- add value and provide support for the CEO in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of the CEO and the SATCC; and
- publicly account for the performance of the organization.

The Board undertakes a Board self-evaluation on a bi-annual basis.

**Commission Board Membership – as of June 30, 2014**

For individual Board member biographies, please visit the SATCC website at http://www.saskapprenticeship.ca/about-us/commission-board/

**Commission Board Chairperson**

- Garry Kot – Construction Sector Employee Representative

**Commission Board Vice-Chairperson**

- Doug Christie – Construction Sector Employer Representative

**Commission Board Members**

**Agriculture, Tourism and Service Sector**

- Linda Turta – Employer Representative (July 1, 2013 to February 12, 2014)
- Joe Kleinsasser – Employer Representative (appointed February 13, 2014)
- Karen Zunti – Employee Representative (appointed February 13, 2014; position was vacant July 1, 2013 to February 12, 2014)

**Construction Sector**

- Monte Allan – Employer Representative (July 1, 2013 to February 12, 2014)
- Gregory Gaudet – Employee Representative (July 1, 2013 to March 14, 2014, resigned; position vacant March 14, 2014 to June 30, 2014 )
- Brent Waldo – Employer Representative (July 1, 2013 to February 12, 2014)
- Rhonda Hipperson – Employer Representative (appointed February 13, 2014)
- Troy Knipple – Employee Representative
- Drew Tiefenbach – Employer Representative (appointed February 13, 2014)

**Motive Repair Sector**

- Tim Earing – Employee Representative
- Bryan Leier – Employer Representative

**Production and Maintenance Sector**

- Lorne Andersen – Employee Representative (appointed February 13, 2014; position was vacant July 1, 2013 to February 12, 2014)
- Brian Marshall – Employer Representative (appointed February 13, 2014; position was vacant July 1, 2013 to February 12, 2014)

**Other**

First Nations - Leonard Manitoken

Métis - Brett Vandale

Ministry of Economy – Rupen Pandya
(July 1, 2013 to February 12, 2014)
Alastair MacFadden (appointed February 13, 2014)

Ministry of Education – Gordon Heidel
(July 1, 2013 to February 12, 2014)
Julie Lemire (appointed February 13, 2014)

Northern Saskatchewan - Frank Burnouf

Persons with Disabilities - Doug Mitchell

SIAST – Brent Waldo (July 1, 2013 to February 12, 2014)
Terry Parker (appointed February 13, 2014)

Women in Trades - Roxanne Ecker

The Commission Board has adopted the following standing and ad hoc committee structure to facilitate the work of the Board in developing recommendations for the Board's consideration. For more information about each of the Committees and their Terms of Reference, please visit the SATCC website at http://www.saskapprenticeship.ca/minutes/ .

**Board Standing Committees**

**Audit/Finance Committee** assists the Board by ensuring the adequacy and effectiveness of the financial reporting, internal controls and management information systems.

Membership

- Brett Vandale, Chair
- Lorne Andersen
- Joe Kleinsasser
- Troy Knipple
- Bryan Leier
- Leonard Manitoken

**Governance Committee** assists the Board by providing guidance and advice in relation to board governance, processes, policies and principles.

Membership

- Terry Parker, Chair
- Brian Marshall
- Tim Earing
- Drew Tiefenbach
- Brett Vandale
- Karen Zunti

**Human Resources Committee** assists the Board by providing guidance and advice in relation to CEO Human Resource matters delegated to it by the Board of Directors.

Membership

- Garry Kot, Chair
- Doug Christie
- Terry Parker
- Brett Vandale

**Board Ad Hoc Committees**

**Standards Committee** assists the Board in considering issues related to standards of training, certification, examinations, curriculum and entrance requirements, and to provide guidance to Trade Boards on standards related to those issues.

Membership

- Doug Christie
- Troy Knipple
- Garry Kot
- Doug Mitchell
- Drew Tiefenbach

**Trade Board Appointments Committee** assists the Board by reviewing and developing recommendations for the appointment of members to Trade Boards.

Membership

- Frank Burnoff
- Roxanne Ecker
- Rhonda Hipperson
- Julie Lemire

**Inclusion and Program Innovation Committee** assists the Board by providing guidance and advice in relation to inclusionary practices and innovation in apprenticeship programming.

Membership

All members of the Board

# Year in Review

The strength of the Saskatchewan Apprenticeship and Trade Certification Commission continues to reside in its ability to train and certify qualified skilled tradespeople to grow the labour force and the province of Saskatchewan.

The Commission functions to develop and manage workplace training, the apprenticeship system, technical training, and certification in 49 trades and 20 sub-trades. These activities achieve the vision of a skilled and representative trades workforce, industry trained and certified, and the mandate of developing and executing a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

The apprenticeship system provides apprentices with experiential education at the workplace and technical training in a classroom setting. Upon the completion of training, the apprentice has the opportunity to achieve certification through the journeyperson exam. Tradespeople are those who have accumulated the number of hours on the job required to challenge the journeyperson exam to become certified. Four trades in Saskatchewan are compulsory trades, meaning all working in the trade must work as an apprentice or journeyperson. These are Electrician, Plumber, Refrigeration Mechanic, and Sheet Metal Worker. The trade of Hairstylist is regulated, and the other 44 are voluntary)

Key statistics for July 1, 2013 to June 30, 2014 include:

| | |
|---|---|
| Newly Registered Apprentices | 3,059 |
| Completion of Apprenticeship Certificates | 1,501 |
| Journeyperson Certificates | 1,851 |
| Registered Apprentices | 10,352 |
| Apprentices Services Provided to | 15,975 |
| Employers with Registered Apprentices | 2,813 |

The 10,352 registered apprentices represent a 3.3% increase over the previous year, and a 16.0% increase since 2008-09.

The Government of Saskatchewan has recognized the continued demand for technical training, and responded with funding for 300 additional technical training seats in 2013-14. The SATCC provided technical training to 6,417 apprentices, an increase of 25.9% over five years (5,096 individuals in technical training in 2008-09). Notably, 98.1% of the technical training seats purchased by the SATCC were filled with apprentices (an increase over the 2012-13 rate of 97.8%).

The Board of Directors reviews and renews the 2012-17 Strategic Plan annually before the beginning of the SATCC's fiscal year. Management then develops the Operational Plan and the Business Plan in order to achieve the goals of the Strategic Plan.

Following this exercise, the Board of Directors engages in enterprise risk management planning in order to prepare for the future. The SATCC Senior Management Team follows this with risk management planning on an operational level.

The SATCC continues to work with partners in industry and technical training to achieve its strategies and to provide optimal service to all apprentices. The SATCC and the Saskatchewan Institute of Applied Sciences and Technology (SIAST) continued a close working relationship to ensure that the 5,783 technical training seats purchased from SIAST were filled as close to capacity as possible. Capacity issues were addressed with various initiatives, such as summer technical training, and alternate methods of training, including online options such as an online hybrid carpentry program. The SATCC also developed a process and framework for training proposals from Saskatchewan colleges.

The SATCC worked with 14 industry partners, led by the Saskatchewan Construction Association, on the development of Trade Up Saskatchewan. This features a website which is targeted to those who are interested in becoming more involved in the construction industry in Saskatchewan. In addition, the SATCC is involved in many industry committees and associations, and completed industry consultations this year with the Saskatchewan Manufacturing Council and the Saskatchewan Automotive Dealers Association.

On December 10th, the Commission Regulations were amended. Most amendments were housekeeping in nature, but did include the designation of Hydraulic Crane Operator and Tower Crane Operator as full, interprovincial Red Seal trades, and the removal of the Hoist Operator sub-trade, as it is no longer required by industry.

Efficiency within the Commission was another focus. A video was developed to be viewed by apprentices on their first day of technical training, which allows for a savings of staff time and resources, and prevents interruption of class time.

The Saskatchewan Youth Apprenticeship (SYA) program built on its success of previous years, continuing to raise awareness of apprenticeship in Saskatchewan schools and help young people explore the world of opportunities and discover the rewards in the skilled trades.

| | |
|---|---|
| Registered Youth Apprentices | 4,036 |
| Registered SYA high schools | 287 |
| Scholarships presented to graduating Grade 12 SYA students ($1,000 each) | 103 |

Aboriginal Apprenticeship Initiatives (AAI) are designed to increase Aboriginal accessibility, participation and success in apprenticeship trades by delivering training and work experience close to First Nations communities. AAI projects work to create long-term employment and economic development opportunities for the communities.

| | |
|---|---|
| Registered Apprentices of Aboriginal Ancestry | 1,532 |
| First Nations | 1,002 |
| Métis | 530 |
| % Aboriginal of all Registered Apprentices | 14.8% |
| Aboriginal Apprenticeship Initiatives | 10 |
| Total Funding Spent | $477,800 |

The percentage of Aboriginal apprentices has increased by 1% from 13.8% (2012-13) to 14.8% (2013-14) of all apprentices.

| | |
|---|---|
| Women working in predominately male trades | 432 |
| Apprentices living outside the urban centres of Regina and Saskatoon | 55.1% |
| Average age of a Level 1 apprentice | 27.6 |
| Real Completion Rate* | 61.1% |
| Real Completion Rate - Compulsory | 69% |
| Real Completion Rate - Non-compulsory | 58% |

*The Real Completion Rate for the 2013-14 year for all trades is about 61%, recognizing that significant variation in the rate exists between trades, particularly compulsory and non-compulsory trades.

Many key partners make the apprenticeship system possible. The SATCC works closely with:

- Employers
- Apprentices and tradespersons
- Employer associations
- Unions
- Sector Councils
- The provincial government
- SIAST
- Saskatchewan regional colleges
- Other training providers
- Aboriginal organizations
- The Canadian Council of Directors of Apprenticeship (CCDA)

In a typical apprenticeship contract, 85% of learning occurs in the workplace, with the balance in a technical training setting. The employer must provide opportunities for the apprentice to learn the broad range of skills in the trade, through working with experienced journeypersons.

The SATCC undertakes a number of activities to support the relationship between employers and apprentices, including:

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Establishing and maintaining occupational standards in the skilled trades.
- Providing information about the services and benefits of the apprenticeship program to apprentices, tradespersons, workplace mentors and employers.
- Evaluating individual workplaces for the delivery of on-the-job apprenticeship training.
- Ensuring employers comply with journeyperson and apprentice training ratios.
- Developing and distributing standards and guidelines for the on-the-job training component.
- Developing workplace training plans for individual employers and apprentices.
- Developing, revising and/or approving technical training curricula for all designated trades in Saskatchewan.
- Developing, revising and validating examinations for use in designated trades in Saskatchewan.
- Participating in, and contributing to the Interprovincial Standards Red Seal Program across Canada.

All of the 49 designated trades in Saskatchewan have dedicated industry representation through the participation of about 600 employers and employees who are members of Trade Boards, Curriculum Examination Development Boards, and Trade Examining Boards. These boards provide industry guidance on the trades, in addition to support in revising 40 interprovincial examinations and 226 provincially developed examinations and supporting documents.

Through the Interprovincial Standards Red Seal Program, tradespersons are able to obtain a Red Seal endorsement on their provincial/territorial certificates by successfully completing an Interprovincial Red Seal examination based on common standards. The program acknowledges their competence and ensures recognition of their certification across Canada without further examination. While professional certificates or licenses are recognized by all jurisdictions under the Agreement on Internal Trade (AIT), the Red Seal provides the assurance that workers are qualified according to common standards of knowledge and competency as defined by industry. The Red Seal represents an interprovincial standard of excellence for the skilled trades prized by employers. The SATCC uses only Red Seal standards and examinations in those trades that are both Red Seal and provincially designated. The remaining trades are provincially designated and do not have a Red Seal equivalent.

The Canadian Council of Directors of Apprenticeship (CCDA) is responsible for the management of the Red Seal Program. The SATCC ensures Saskatchewan continues to take a leadership role in interprovincial apprenticeship activities by participating in CCDA committees and working groups as follows:

- The SATCC CEO was the Chair of the CCDA Stakeholder Relations Committee, and is a member of the Policy and Procedures Committee of the CCDA.
- The SATCC Executive Director of Apprenticeship is a member of the Foreign Qualification Recognition working group, the Interventions and Accommodations Task Force, the Strengthening the Red Seal working group, and the Harmonization working group.
- The SATCC Director of Program Development is Saskatchewan's representative and was past-Chair on the Interprovincial Standards and Examination Committee (ISEC), and is a member of the Essential Skills working group and the Red Seal Occupational Standard and Professional Development working group.
- The SATCC Manager of Research is the co-chair of the CCDA Research Committee.
- The SATCC Director of Communications and Marketing is a member of the CCDA Communication and Promotion Committee.
- The SATCC Trades Assessment Consultant is a member of the Foreign Qualification Recognition working group.

# 2013-14 Performance Results

## Introduction

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) 2012-17 Strategic Plan was developed in a Board-led process that identified long-term directions and priorities for the organization. Significant consultations were undertaken with stakeholder organizations as part of the Board's analysis and planning. SATCC Management created a business plan and operational plan consisting of key initiatives, outcomes and performance results in order to achieve the desired results for these goals and priorities.

This section articulates the performance results based on those plans for the Commission from July 1, 2013 to June 30, 2014. Further information regarding the Strategic Plan and the Business Plan can be found at the following links.

SATCC Strategic Plan http://www.saskapprenticeship.ca/wp-content/uploads/2012/05/Strategic-Plan-Oct-2012-web.pdf

SATCC Business Plan http://www.saskapprenticeship.ca/wp-content/uploads/2013/09/2013-14-Business-Plan-Adopted.pdf

## Strategy #1: Training

*Increase the number of individuals successfully moving through the system.*

| **Goal**<br>**More apprentices will progress through the system in an appropriate timeframe** |
|---|
| **Key Initiative:** Optimize the number of training seats for apprentices |
| **Outcome:** More apprentices trained |
| **Performance Measure:** Increased number of technical training seats available to apprentices.<br>**Target:** 6,400 training seats purchased.<br>**Result:** 6,448 training seats purchased.<br><br>**Performance Measure:** Optimize the number of apprentices accessing available technical training seats.<br>**Target:** > 90% fill rate.<br>**Result:** 98.1% fill rate. |
| |
| **Goal**<br>**New training delivery methods will be established** |
| **Key Initiative:** Undertake innovation in technical training delivery, including alternative methods |
| **Outcome:** Options for methods of delivery of technical training identified |
| **Performance Measure:** Leverage partnerships.<br>**Target:** Demonstrated partnerships with stakeholders resulted in options for delivery of technical training.<br>**Result:**<br>• Program development and implementation was reviewed with Red River College (RRC); dialogue continued between partner institutions (SIAST and RRC) regarding the use and implementation of online training.<br>• Developed and piloted a hybrid of online and in-class carpentry apprenticeship training for Levels 2 and 3.<br><br>**Performance Measure:** Conduct study of existing programming in other jurisdictions to identify options for alternate technical training delivery.<br>**Target:** Study and report complete.<br>**Result:** Alternate Technical Training Report completed and presented to the Senior Management Team. The report details alternate training occurring in other apprenticeship jurisdictions for the Saskatchewan designated skilled trades. |

| Goal<br>An inventory of training resources will be established |
|---|
| **Key Initiative:** Establish an inventory of training resources |
| **Outcome:** Capacity of provincial training providers to deliver apprenticeship training identified |
| **Performance Measure:** Capacity of provincial training providers to provide apprenticeship training is identified.<br>**Target:** Report completed.<br>**Result:** Continuing into 2014-15; many provincial training providers are currently undertaking expansion or planning expansion of their facilities; a more complete list will be compiled when more information is known in 2014-15. |

## Strategy #2: Advocacy

*Increase the effectiveness of our relationship with government, industry, public, trainers (both in institutions and workplaces), and under-represented groups (especially women, First Nations and Métis, and newcomers).*

| Goal<br>Achieve and maintain effective relationships with government |
|---|
| **Key Initiative:** Continue to provide accurate and timely financial and operational reporting to province |
| **Outcome:** Government grant and tuition revenue sufficient to provide technical training for apprentices and fund operations and government understanding of the importance of apprenticeship to the Saskatchewan Labour Market |
| **Performance Measure:** Identify and complete reporting required by government.<br>**Target:** Required reporting complete on time.<br>**Result:**<br>• SATCC Operations Forecast for 2013-14 presented to Ministry of Economy with required information for budget planning – August 30, 2013.<br>• SATCC Annual Report tabled on time – October 29, 2013.<br>• SATCC Annual Business Plan and Budget for 2014-15 provided to the Minister of Economy as legislated requirement – May 26, 2014.<br><br>**Performance Measure:** Continued dialogue with government to discuss areas of mutual benefit.<br>**Target:** SATCC represented at key policy discussions.<br>**Result :** The CEO represents the SATCC as a member of the provincial Labour Market Task Force, the Saskatchewan Post-Secondary Technical Institute Council, Skills Canada Saskatchewan, the Regina and District Industry Education Council, the Saskatoon Industry Education Council, and the Saskatoon Trades and Skills Centre. The Executive Director of Apprenticeship represents the SATCC as a member of Skills Canada Saskatchewan. An SATCC Board Member represents the SATCC on the boards of the Regina Trades and Skills Centre and the Saskatoon Trades and Skills Centre. |
| |
| Goal<br>Achieve higher registration and completion rates among under-represented groups |
| **Key Initiative:** Expand the Aboriginal Apprenticeship Initiative and explore supports for the SYA program in First Nations high schools |
| **Outcome:** Increase number of aboriginal apprentices |
| **Performance Measure:** Number of aboriginal apprentices greater than 5 year average.<br>**Target:** More than 1,239 aboriginal apprentices registered.<br>**Result:** 1,532 aboriginal apprentices registered as of June 30, 2014 (First Nations – 1,002 and Métis – 530). |

## Strategy #3: Funding

*Secure sustainable funding from government, stakeholders and apprentices, adequate to support the labour market's training needs.*

| Goal<br>Achieve a balanced SATCC budget that meets labour market demands and delivers SATCC strategies |
|---|
| **Key Initiative:** Ensure information regarding requirements and funding are provided in business plans, budgets and forecasts |
| **Outcome:** Government grant and tuition revenue sufficient to provide technical training for apprentices and fund operations |
| **Performance Measure**: The SATCC budget is sufficient to achieve technical training and administrative requirements.<br>**Target:** Budget balanced and provides technical training to 60% of apprentices.<br>**Result:**<br>• 2013-14 operating and capital expenditures within budget - revenues were higher than projected and actual expenses lower, due in large part to the delay in the signing of the SIAST collective agreement, resulting in a surplus of $1,320,101.<br>• 64% of registered apprentices attended technical training. |
| |
| Goal<br>Achieve a balanced SATCC budget that meets labour market demands and delivers SATCC strategies |
| **Key Initiative:** Review strategies to ensure consistency with expected outcomes |
| **Outcome:** Annual review of strategic plan ensures SATCC is meeting strategic and operational plans |
| **Performance Measure:** SATCC Board and Senior Management review and update strategic plan.<br>**Target:** Strategic plan and initiatives refreshed to meet current context and expected outcomes.<br>**Result:** The SATCC Board and Management met on June 19, 2014 to review and refresh the current SATCC Strategic Plan; the revised Strategic Plan and Operational Plan will be reviewed and approved subsequent to year end to be operationalized in 2015-16. |

## Strategy #4:

*Industry Needs – Identify short-term and long-term industry needs for training, apprenticeship numbers and skills.*

| Goal<br>Develop and manage an inventory of industry needs through industry engagement |
|---|
| **Key Initiative:** Consult with industry trade boards annually and as required |
| **Outcome:** Trade Board meetings provide a forum for trade-specific direction and general feedback to the SATCC |
| **Performance Measure:** Feedback and requirements of industry are understood and incorporated into planning and strategies.<br>**Target:** Active trade boards meet at least once annually.<br>**Result:** All active Trade Boards met at least once during the year and others on an as needed basis, for a total of 127 meetings. |

| Goal<br>Develop and manage an inventory of industry needs through industry engagement |
|---|
| **Key Initiative:** Consultations with industry sectors |
| **Outcome:** 1 to 2 industry sector consultations conducted |
| **Performance Measure:** Feedback and requirements of industry are understood and incorporated into planning and strategies.<br>**Target:** Strategic Plan and initiatives refreshed to meet current context and expected outcomes.<br>**Result:** Four sessions conducted by an external consultant with two industry groups; results incorporated into the Board Strategic Planning Session in June 2014:<br>• Saskatchewan Manufacturing Council – October 8, 2013 in Saskatoon and October 10, 2013 in Regina.<br>• Saskatchewan Automotive Dealers Association – January 14, 2014 in Saskatoon and January 21, 2014 in Regina. |

## Strategy #5

*SATCC Efficiency – Enhance SATCC's operational efficiency to meet stakeholder needs.*

| Goal<br>Implement the current continuous business improvement initiative, including ongoing application |
|---|
| **Key Initiative:** Undertake additional Lean initiatives |
| **Outcome:** Business process improvements |
| **Performance Measure:** Number of current business processes improved.<br>**Target:** Two additional Lean initiatives completed and implemented.<br>**Result:** Three additional Lean initiatives completed and implemented:<br>• Green sheets now in electronic format, eliminating the need for paper and reducing time spent in the mail, eliminating the time for sorting/sending administration processes for staff, resulting in services delivered to clients sooner.<br>• Technical Training Course marks generated from SIAST now received electronically by the SATCC, reducing time spent in the mail and eliminating the time for sorting/sending administration processes for staff, resulting in apprentices receiving their marks sooner.<br>• Finance unit streamlined or eliminated seven processes, resulting in reduction in staff time spent on certain tasks and paper consumed. |

| Goal<br>Implement the current continuous business improvement initiative, including ongoing application |
|---|
| **Key Initiative:** Enhance internal communications |
| **Outcome:** Increased staff morale, cohesiveness, better work environment, higher quality work |
| **Performance Measure:** On the annual Employee Engagement Survey, employees strongly agree or agree with the following statement: I understand the vision, mission, mandate and direction of the SATCC, as well as the current opportunities and challenges.<br>**Target:** > 76% agree or strongly agree.<br>**Result:** 84% strongly agreed or agreed with this statement.<br><br>**Performance Measure:** On the annual Employee Engagement Survey, employees strongly agree or agree with the following statement: I feel I have the right information at the right time, and am rarely taken by surprise by new developments at the SATCC.<br>**Target:** > 36% agree or strongly agree.<br>**Result:** 46.8% strongly agreed or agreed with this statement.<br><br>**Performance Measure:** On the annual Employee Engagement Survey, employees strongly agree or agree with the following statement: I find my work fulfilling and I look forward to coming to work each day.<br>**Target:** > 76% agree or strongly agree.<br>**Result:** 82.2% strongly agreed or agreed with this statement. |

# Summary of Financial Results

### Grant Revenue

The provincial grant received from the Ministry of the Economy grew by about $584,000 in 2013-14, to $21,656,000, from $21,072,000 in 2012-13. This was the result of receiving additional funding for the operating grant.

### Fees

In 2013-14, the Commission received about $4,623,000 in fees for tuition, apprenticeship registrations, tradesperson applications and administrative services. This represents an increase of about $208,000 over the previous year due to increases in the number of tuitions paid, more courses scheduled, a higher fill rate, increased applications for tradespersons and foreign trained workers, and written exams.

### Industry Contributions

In 2013-14, industry donations of $21,000 were received for the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarships.

### Salaries and Personnel Expenses

Salary costs were about $4,128,000 in 2013-2014, about $366,000 under budget. The budget incorporated a 4% vacancy rate, while actual vacancies were 10.2%.

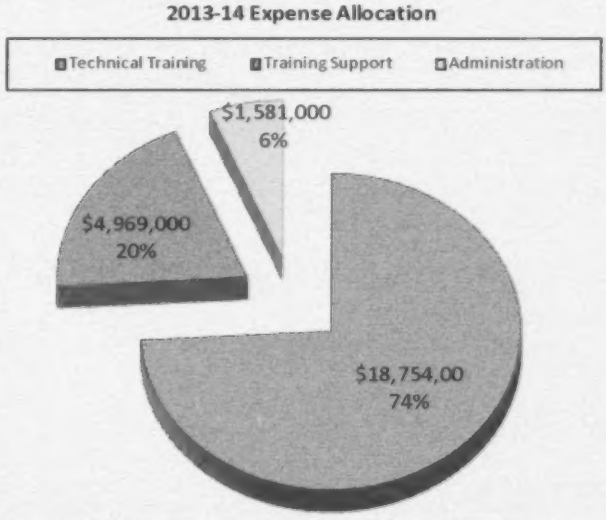
### Program Contractual Services (Training Costs)

In the 2013-14 year, the Commission's training providers delivered training valued at approximately $18.8 million. Total training costs in the year were approximately $751,000 higher than the previous year, due to more courses being scheduled and training 217 more apprentices in 2013-14. The fill rate for classes in 2013-14 was 98.1%, compared to 97.8% in 2012-13. There has been continued focus to contain cost increases by both SATCC and its training providers.

SIAST's most recent collective bargaining agreement was ratified and approved before June 30, 2014. The impact to SATCC's 2013-14 training expenses, due to the settlement, were not known by June 30 and are not reflected in the training expense for 2013-14. These costs are only passed on to SATCC when the actual costs are known. Costs were higher for Aboriginal Apprenticeship Initiatives in 2013-14 as more projects were approved.

### Advertising, Promotion and Printing Costs

Spending for advertising, promotional and printing costs in 2013-14 decreased by approximately $70,000 from 2012-13. This is a result of lower spending from the prior fiscal year, of $15,000 for paid research, $10,000 for communication development and $15,000 for promotional items. Scholarships paid out in 2013-14 were $56,000, in comparison to $96,000 paid in the 2012-13 fiscal year. Sponsorship spending increased by $10,000 over the prior year.




**Note the following costs are not included in technical training this year:**

**1. SIAST did not finalize its collective agreement costs.**

**2. Online carpentry development did not proceeed as quickly as planned.**

### Budget Results versus Actual Results

The 2013-2014 year activity resulted in a surplus of about $1,320,000. The budget for the year had anticipated a deficit of $308,300. During the year, actual revenues exceeded the budget by about $518,000 due to increased grant funding of $250,000 from the Ministry of the Economy for 2014-15 received for three months starting in April 2014. In addition, there was increased revenue from client fees, proceeds from products and services, as well as interest income.

During the 2013-14 year, actual expenses were lower than budget by $1,110,000, stemming from program contractual services being under budget by approximately $634,000. This was under budget primarily due to:

- the delay in receipt of costs due to SIAST's most recent collective bargaining agreement;
- continued emphasis on filling apprenticeship classes to capacity; and
- lower spending than anticipated for the development of the on-line carpenter courses as the project did not proceed as quickly as planned.

In 2013-14, Aboriginal Apprenticeship Initiatives approved more projects to use some funds that had been carried forward from prior years.

Salaries and Personnel were under budget by $366,000 as a result of the vacancy rate being higher than budgeted and lower sick leave liability than anticipated. Spending for advertising, promotional and printing costs was under budget by $78,000, mainly due to lower spending for paid research and scholarships.

### Accumulated Surplus

The year end $3.8 million accumulated surplus is comprised of financial and non-financial assets. Net financial assets make up approximately $3.3 million of the total, of which approximately $104,000 is restricted for Aboriginal Initiatives, and approximately $300,000 is designated for SYA Industry Scholarships.

The Commission Board's policy requires a minimum calculated amount of $537,000 in financial assets to be maintained as an operational reserve. The Commission met this criteria as the unrestricted net financial asset balance is approximately $2,894,000 as of June 30, 2014. This balance includes the projected deficit for 2014-15, funds allocated for SIAST's collective bargaining agreement resolution and grant funding of $250,000 received in 2013-14 from the Ministry of the Economy for the 2014-15 fiscal year. The net of these three items is a balance of $2,357,000, which is over the required minimum.

### Budget Overview for 2014-15

The Commission has budgeted a deficit for 2014-15 in the amount of $389,800 after amortization. Training and Operating expenses will be monitored closely.

Wage-related and training costs in the 2014-15 budget were calculated based on anticipated changes in the public sector Collective Bargaining Agreements and provincial government guidelines for out-of-scope employees.

The budgeted salaries expense in 2014-15 includes a vacancy rate of approximately 6%. It is expected that some retirements and staff movement will continue for the foreseeable future.

## Management Report

September 4, 2014

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise because they include certain amounts based on estimates and judgments.

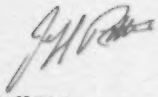
Management has ensured that the consolidated financial statements are presented fairly in all material respects. The financial information presented elsewhere in the annual report is consistent with that in the financial statements. Management has ensured that the organization is in compliance with the provisions of legislation and related authorities.

Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and, primarily through its Audit/Finance Committee, ensures that management fulfills its responsibilities for financial reporting. The Audit/Finance Committee is appointed by the board and is composed of directors who are not employees of SATCC.

The Audit/Finance Committee meets periodically with management and the auditor to discuss internal controls, auditing matters and financial and reporting issues to satisfy itself that each party is properly discharging its responsibilities. The audit committee reviews the financial statements and the auditors' report. The Audit/Finance Committee reports its findings to the board for its consideration when approving the financial statements for issuance.

The consolidated financial statements have been audited by the Provincial Auditor of Saskatchewan in accordance with Canadian generally accepted auditing standards. The report follows.



Jeff Ritter
Chief Executive Officer

PROVINCIAL AUDITOR
*of Saskatchewan*

## INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of Saskatchewan Apprenticeship and Trade Certification Commission, which comprise the consolidated statement of financial position as at June 30, 2014, and the consolidated statement of operations and accumulated surplus, consolidated statement of change in net financial assets, and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Opinion*

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Apprenticeship and Trade Certification Commission as at June 30, 2014, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Judy Ferguson

Regina, Saskatchewan
September 24, 2014

Judy Ferguson, FCA
Acting Provincial Auditor

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) www.auditor.sk.ca

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Consolidated Statement of Financial Position**
**As at June 30**

| | 2014 | 2013 |
|---|---|---|
| **Financial Assets:** | | |
| Due from General Revenue Fund (Note 3) | $ 5,718,269 | $ 4,333,006 |
| Accounts Receivable (Note 6) | 72,884 | 85,676 |
| Total Financial Assets | 5,791,153 | 4,418,682 |
| **Liabilities:** | | |
| Accounts Payable and Accrued Liabilities | 342,329 | 509,950 |
| Accrued Leave Liabilities | 345,724 | 420,353 |
| Deferred Revenue (Note 7) | 1,074,785 | 935,160 |
| Deferred Contributions (Note 8) | 730,200 | 700,776 |
| Total Liabilities | 2,493,038 | 2,566,239 |
| **Net Financial Assets** (Note 10) | 3,298,115 | 1,852,443 |
| **Non-Financial Assets** | | |
| Tangible Capital Assets (Schedule 1) | 449,551 | 594,245 |
| Inventory of Promotional Supplies | 8,985 | 8,127 |
| Prepaid Expenses | 60,951 | 42,686 |
| | 519,487 | 645,058 |
| **Accumulated Surplus (Statement 2)** | $ 3,817,602 | $ 2,497,501 |
| Commitments (Note12) | | |

(See accompanying notes to the financial statements)

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Consolidated Statement of Operations and Accumulated Surplus**
**For the Year Ended June 30**

| | Budget (Note 13) | 2014 | 2013 |
|---|---|---|---|
| Revenue: | | | |
| Grants – General Revenue Fund | $ 21,406,000 | $ 21,655,998 | $ 21,072,003 |
| Client Fees | 4,411,300 | 4,623,009 | 4,415,316 |
| Industry Contributions | 120,000 | 120,268 | 120,481 |
| Products and Services | 139,000 | 162,676 | 175,844 |
| Interest | 30,000 | 62,328 | 55,571 |
| Total Revenue | $ 26,106,300 | $ 26,624,279 | $ 25,839,215 |
| Expenses: | | | |
| Salaries and Personnel | $ 4,493,900 | $ 4,127,786 | $ 4,272,568 |
| Program Contractual Services | 19,387,800 | 18,753,794 | 18,002,579 |
| Amortization | 150,600 | 150,553 | 155,961 |
| Other Contractual Services | 889,000 | 828,856 | 737,604 |
| Board Expenses (Note 11) | 156,500 | 170,891 | 145,683 |
| Travel | 251,900 | 215,730 | 187,828 |
| Communications | 67,600 | 66,283 | 61,769 |
| Advertising, Promotion and Printing | 325,800 | 247,389 | 317,405 |
| Space Rental | 420,800 | 440,635 | 415,061 |
| Equipment Rental | 32,500 | 30,910 | 27,504 |
| Office Supplies | 76,500 | 79,798 | 93,142 |
| Postage, Courier and Freight | 110,600 | 118,778 | 117,154 |
| Other | 51,100 | 72,775 | 60,742 |
| Total Expenses | 26,414,600 | 25,304,178 | 24,595,000 |
| **Annual (Deficit) Surplus** | $ (308,300) | $ 1,320,101 | $ 1,244,215 |
| **Accumulated Surplus, beginning of year** | | $ 2,497,501 | $ 1,253,286 |
| **Accumulated Surplus, end of year (to Statement 1)** | | $ 3,817,602 | $ 2,497,501 |

(See accompanying notes to the financial statements)

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Consolidated Statement of Change in Net Financial Assets**
**For the Year Ended June 30**

| | 2014 | 2013 |
|---|---|---|
| Annual Surplus | $ 1,320,101 | $ 1,244,215 |
| Purchase of Tangible Capital Assets | (6,018) | (6,392) |
| Amortization of Tangible Capital Assets | 150,553 | 155,961 |
| Loss on Disposal of Tangible Capital Assets | 159 | 197 |
| | 144,694 | 149,766 |
| Acquisition of Prepaid Expenses | (18,265) | 2,040 |
| (Increase) Reduction of Promotional Supplies Inventory | (858) | 3,508 |
| | (19,123) | 5,548 |
| Increase in Net Financial Assets | 1,445,672 | 1,399,529 |
| Net Financial Assets, beginning of year | 1,852,443 | 452,914 |
| Net Financial Assets, end of year | $ 3,298,115 | $ 1,852,443 |

(See accompanying notes to the financial statements)

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Consolidated Statement of Cash Flows**
**For the Year Ended June 30**

| | 2014 | 2013 |
|---|---|---|
| **Operating Activities:** | | |
| Cash Receipts from General Revenue Fund | $ 21,700,998 | $ 22,012,003 |
| Cash Receipts from Clients | 4,726,884 | 4,479,954 |
| Interest Received | 58,951 | 54,005 |
| Industry Contributions Received | 149,692 | 269,022 |
| Receipts from the Sale of Products and Services | 156,451 | 176,144 |
| Cash Paid to Employees | (4,224,924) | (4,173,910) |
| Cash Paid to Suppliers | (2,338,998) | (2,285,409) |
| Cash Paid to Provide Program Services | (18,837,773) | (19,867,928) |
| Cash provided by Operating Activities | 1,391,281 | 663,881 |
| **Capital Activities:** | | |
| Purchase of Tangible Capital Assets | (6,018) | (6,392) |
| Cash Applied to Capital Activities | (6,018) | (6,392) |
| **Increase in Cash** | 1,385,263 | 657,489 |
| **Due from General Revenue Fund, beginning of year** | 4,333,006 | 3,675,517 |
| **Due from General Revenue Fund, end of year** | $ 5,718,269 | $ 4,333,006 |

(See accompanying notes to the financial statements)

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Notes to the Consolidated Financial Statements**
**For the Year Ended June 30, 2014**

## 1. Description of Business

The Saskatchewan Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by *The Apprenticeship and Trade Certification Commission Act, 1999* effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

## 2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of CPA Canada and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by the General Revenue Fund (Saskatchewan Economy and Saskatchewan Advanced Education) to operate the Commission and train apprentices, industry contributions, client fees which includes fees charged to apprentices as well as Saskatchewan Advantage Scholarship funds from Saskatchewan Advanced Education for those apprentices that qualified, monies collected from the sale of products and services and interest revenue. Restricted contributions are deferred and recognized as revenue in the year in which the related expense is incurred. Amounts received for tuition fees, and products and services are recognized as revenue in the year that the goods are delivered or services are provided. Government transfers are recorded as revenue in the year they are authorized, any eligibility criteria are met, and a reasonable estimate of the amount can be made except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of promotional supplies are valued at cost and are expensed as they are consumed.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost.

Tangible capital assets are amortized on a straight-line basis over the following estimated useful life of the asset.

| | |
|---|---|
| Office Equipment | 5 years |
| Office Furniture | 10 years |
| Computer Hardware | 3 years |
| Leasehold Improvements | Life of lease |
| Computer Application Software | 3 years |
| System Development | 5 years |

f) Joint Venture

The Commission has a 2.9% share in a joint venture called the Inter-Provincial Computerized Examination Management System (ICEMS). The results of the joint venture operations have been included in these financial statements using the proportionate consolidation method.

g) Use of Estimates

These statements are prepared in conformity with Canadian public sector accounting standards. These standards require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified.

## 3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2013 to June 30, 2014 was 0.988% (2013 – 1.089%).

## 4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with administrative services provided by the Ministry of the Economy and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the Commission.

The following table summarizes the Commission's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

| | 2014 | 2013 |
|---|---|---|
| **Expenses:** | | |
| Ministry of Central Services | $ 619,772 | $ 615,496 |
| Great Plains College | 46,686 | 24,141 |
| Parkland Regional College | 271,129 | 136,239 |
| SaskTel | 65,989 | 62,699 |
| SaskPower | 311,249 | 321,061 |
| SIAST | 17,220,372 | 18,422,160 |
| Southeast Regional College | 18,415 | 0 |
| Tourism Saskatchewan | 31,224 | 88,763 |
| Western Trade Training Institute | 149,653 | 157,602 |
| Other Related Party Transactions | 50,369 | 32,140 |
| | $ 18,784,858 | $ 19,860,301 |
| **Accounts Payable:** | $ 141,874 | $ 201,254 |
| **Accounts Receivable:** | $ 49,069 | $ 45,000 |

Other transactions and amounts due to and from related parties are described separately in the financial statements and notes.

**Interprovincial Computerized Examination Management System (ICEMS)**

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS.

The Commission's pro-rata share of its interest in this joint venture is as follows:

| | 2014 | 2013 |
|---|---|---|
| Due from General Revenue Fund | $ 2,997 | $ 16,634 |
| Accounts Receivable | 556 | 336 |
| Accounts Payable and Accrued Liabilities | 1,487 | 2,536 |
| Revenue – Products and Services | 11,559 | 24,023 |
| Expenses – Other Contractual Services | 23,927 | 23,147 |

The Federal Government collects the monies for ICEMS from the provinces and territories and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in trust by the Commission to pay for the development of the ICEMS. Since these monies are held in trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2014 the Commission held in trust cash for ICEMS in the amount of $103,392 (2013 - $573,747). During the year, the Commission received $391,152 (2013 - $852,024) for ICEMS and disbursed $861,507 (2013 - $804,346).

## 5. Financial Instruments

The Commission's financial instruments include: due from the General Revenue Fund; accounts receivable; accounts payable and accrued liabilities; and accrued vacation leave. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. The Commission is not exposed to significant credit, interest rate or liquidity risk from these financial instruments.

## 6. Accounts Receivable

Accounts receivable are composed of the following:

| | 2014 | 2013 |
|---|---|---|
| Grants – General Revenue Fund | $ - | $ 45,000 |
| Interest receivable | 15,882 | 13,921 |
| Client fees receivable | 41,870 | 4,885 |
| Other | 15,132 | 21,870 |
| Total Accounts Receivable | $ 72,884 | $ 85,676 |

## 7. Deferred Revenue

Deferred revenue is comprised of tuition fees received from apprentices before June 30, 2014 for training which will occur after June 30, 2014.

## 8. Deferred Contributions

Deferred Contributions represents unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship Industry Scholarships and Saskatchewan Innovation and Opportunity Scholarship Programs. In 2013-14, the Commission received funds from industry totaling $21,000 (2013 - $141,000). In 2013-14, $8,420 was earned in interest (2013 - $7,540).

## 9. Operating Lease

The Commission entered into lease agreements for rental space at 2140 Hamilton Street, Regina (expires June 30, 2017), 603-45th Street West, Saskatoon (expires July 31, 2016), and 141-15th Street East, Prince Albert (expires July 31, 2018). The annual lease payments agreed to are:

| | | | |
|---|---|---|---|
| 2014-2015 | $211,844 | 2016-2017 | $145,844 |
| 2015-2016 | $211,844 | 2017-2018 | $14,300 |

The Commission is responsible for the payment of operating expenses related to these premises.

## 10. Designated Assets

Designated assets represent amounts set aside by the Commission Board for specific purposes. These amounts are not available for other purposes without written permission of the Board. As of June 30, financial assets have been set aside for the following purposes:

| | 2014 | 2013 |
|---|---|---|
| Financial assets designated for Aboriginal initiatives | $ 104,264 | $ 139,213 |
| Financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program | 299,800 | 243,224 |
| Undesignated financial assets | 2,894,051 | 1,470,006 |
| Total Net Financial Assets | $ 3,298,115 | $1,852,443 |

## 11. Board Expenses

*The Apprenticeship and Trade Certification Act, 1999* establishes the Commission Board and Trade Boards. The *Apprenticeship and Trade Certification Commission Regulations* establishes the Curriculum and Examination Development Boards and Trade Examining Boards. Honoraria and Travel expenses are paid to these board members for attendance at meetings.

The Commission Board manages the business and affairs of the Commission to ensure that they are conducted in accordance with *The Apprenticeship and Trade Certification Act, 1999* and regulations.

Other Boards in the table below include Trade Boards, Trade Examining Boards, and Curriculum and Examination Development Boards. Trade Boards are responsible for reviewing the Human Resource Plans and making recommendations to the Commission Board regarding entrance requirements, training requirements, certification requirements and changes to regulations. Trade Examining Boards assist in the examination of candidates and assessment of the applicant's past experience and training to determine the applicant's eligibility. The main role of Curriculum and Examination Development Boards is to develop or revise curricula suitable for the training of apprentices and tradespersons, develop or revise examinations to be administered to apprentices and participate in developing, revising and validating inter-provincial standard examinations.

| | 2014 | 2013 |
|---|---|---|
| Commission Board - Honorarium | $ 18,083 | $ 10,342 |
| Commission Board - Travel | 16,740 | 11,999 |
| Commission Board - Training | 14,375 | 5,000 |
| Other Boards - Honorarium | 55,793 | 58,240 |
| Other Boards - Travel | 65,900 | 60,102 |
| Total Board Expenses | $170,891 | $145,683 |

## 12. Commitments

SIAST is contracted to provide training services for the Commission and in return the Commission pays SIAST for the costs of training. Even though SIAST's collective bargaining agreement had been ratified and SIAST's Board approved it, as of the date of these financial statements no details were available to the Commission. Depending on the results of SIAST's collective bargaining agreement, there will be a financial impact on the amount that the Commission owes SIAST for the services already received from SIAST.

The outcome of the above action is not determinable at the date of these financial statements and accordingly, no financial provision has been included for any financial liability that may result.

## 13. Budget

The operating budget was approved by the Commission Board on May 22, 2013.

## 14. Comparative Amounts

Certain prior year comparative figures have been reclassified to conform with the current year's presentation.

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Tangible Capital Assets**
**As at June 30**

| | 2014 | | | | | | | 2013 |
|---|---|---|---|---|---|---|---|---|
| | Leasehold Improvements | Office Furniture | Office Equipment | Computer Hardware | Computer Application Software | System Development | Total | Total |
| Opening cost | $ 965,342 | $ 279,718 | $ 43,868 | $ 123,901 | $ 76,922 | $ 253,525 | $ 1,743,276 | $ 1,737,130 |
| Additions during the year | - | 2,878 | 3,140 | - | - | - | 6,018 | 6,392 |
| Disposals during the year | - | (211) | - | - | - | - | (211) | (246) |
| Closing cost | 965,342 | 282,385 | 47,008 | 123,901 | 76,922 | 253,525 | 1,749,083 | 1,743,276 |
| Opening accumulated amortization | 479,230 | 176,709 | 42,791 | 119,854 | 76,922 | 253,525 | 1,149,031 | 993,119 |
| Annual amortization cost | 123,399 | 23,428 | 1,703 | 2,023 | - | - | 150,553 | 155,961 |
| Amortization related to disposals | - | (52) | - | - | - | - | (52) | (49) |
| Closing accumulated amortization | 602,629 | 200,085 | 44,494 | 121,877 | 76,922 | 253,525 | 1,299,532 | 1,149,031 |
| Net book value of tangible capital assets | $ 362,713 | $ 82,300 | $ 2,514 | $ 2,024 | $ - | $ - | $ 449,551 | $ 594,245 |

# 2012-17 Strategic Plan and 2014-15 Business Plan

The SATCC Board of Directors provides strategic leadership for the Commission through the development and approval of a strategic plan. The strategic plan is a road map for success, providing direction and focus for the Commission, ensuring it continues to meet the needs of the industry it serves.

Since the development of the current strategic plan in 2009, the SATCC has continued to experience growth in the demand for services, apprentice registrations, and training. The operational context for the SATCC continues to change and evolve.

The process to review and renew the 2009-12 Strategic Plan included the following.

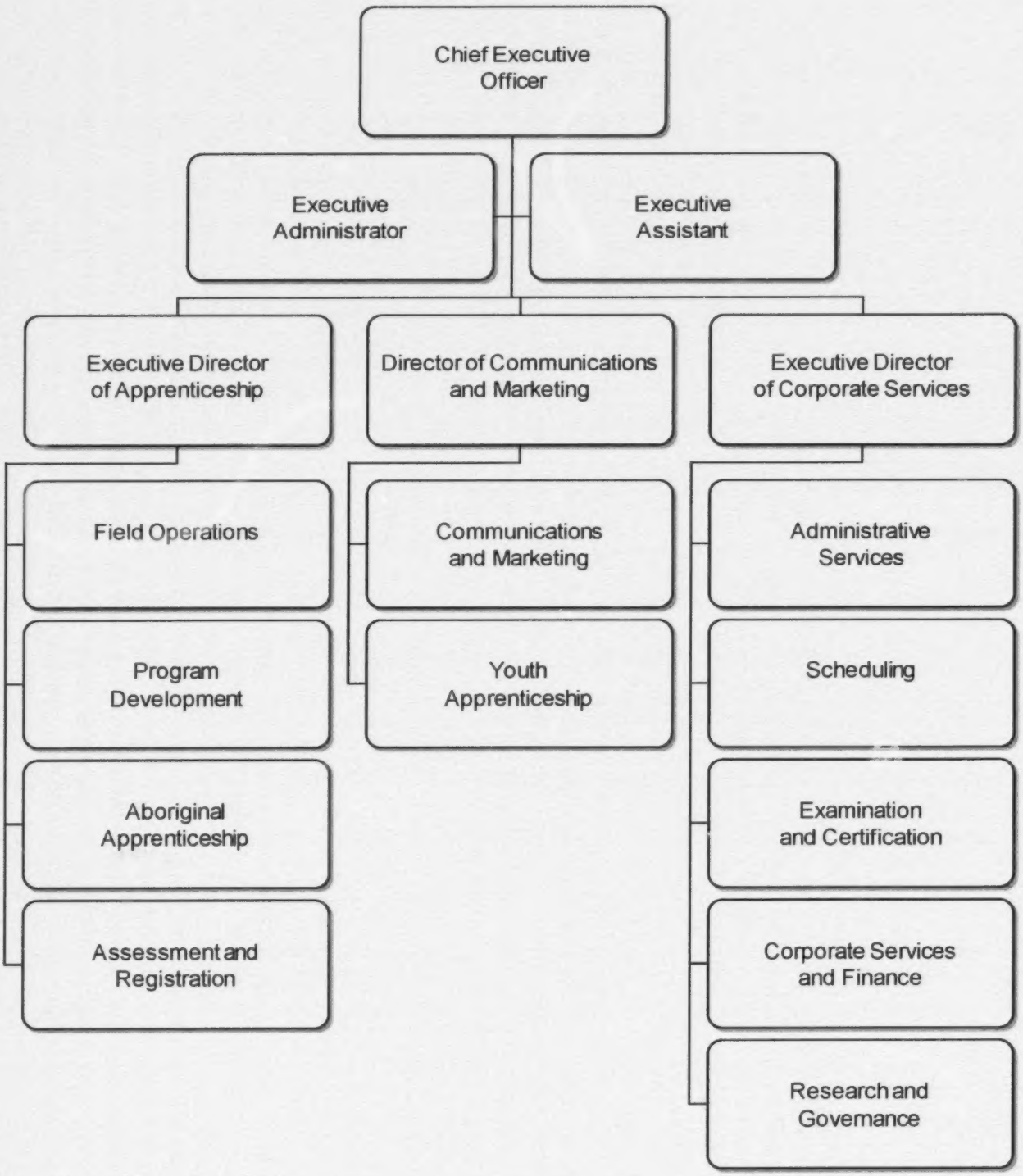
- Engaging HJ Linnen and Associates to support the Board's work;
- Consultations with a wide range of apprenticeship stakeholders;
- An environmental scan;
- Identification of key risks;
- Confirmation of the Commission's vision, mandate and values; and
- Identification of the strategic goals and directions necessary to guide the SATCC over the next three years.

The SATCC Board approved the 2012-17 Strategic Plan. It can be found on the SATCC website at: http://www.saskapprenticeship.ca/publications-resources/other-reports-info/.

The 2014-15 Business Plan was adopted by the SATCC Board of Directors on August 26, 2014. It includes the goals, key actions and performance measures for the 2014-15 fiscal year as well as the annual budget that will support the operational activities.

The Commission's 2014-15 Business Plan can be found on the Commission website at http://www.saskapprenticeship.ca/wp-content/uploads/2014/01/2014-15-Business-Plan-Board-Adopted.pdf.

# Appendix A:
# Organization Chart - June 30, 2014



# Appendix B:
# Key Operational Factors

| Key Operational Factors and Activities | July 1, 2013 to June 30, 2014 | July 1, 2012 to June 30, 2013 |
|---|---|---|
| Registered apprentices | 10,352 | 10,023 |
| Newly registered apprentices | 3,059 | 3,348 |
| Youth apprentices | 4,036 | 3,791 |
| Purchase of technical training seats | 6,448 | 6,333 |
| Technical training attendance | 6,417 | 6,052 |
| Upgrader/updaters in technical training (cost shared seats only) | 0 | 148 |
| Training allowance claims processed | 6,185 | 6,052 |
| Employer consultations | 4,354 | 3,876 |
| Work experience assessments administered | 18,247 | 16,015 |
| Psycho-educational assessments administered | 105 | 139 |
| Written examinations administered | 3,361 | 3,242 |
| Practical examinations administered | 446 | 425 |
| Journeyperson certificates issued | 1,851 | 1,664 |
| Industry board/committee meetings held | 127 | 140 |
| Foreign trained worker consultations | 238 | 231 |
| Foreign trained worker assessment documents processed | 2,845 | 2,881 |
| Revenue generation (total non-grant revenue) | $4,623,000 | $4,415,000 |

| Saskatchewan Apprentices: Registrations, Completions and Cancellations Five Year Overview 2009-10 to 2013-14 | | | | | |
|---|---|---|---|---|---|
| Year | Newly Registered Apprentices | Journeyperson Certificates Issued (includes both apprentices and trade qualifiers) | Completions | Cancellations | Total Registered Apprentices |
| 2013-14 | 3,059 | 1,851 | 1,501 | 1,229 | 10,352 |
| 2012-13 | 3,348 | 1,664 | 1,521 | 1,528 | 10,023 |
| 2011-12 | 3,202 | 1,682 | 1,541 | 1,379 | 9,724 |
| 2010-11 | 2,854 | 1,576 | 1,328 | 1,220 | 9,442 |
| 2009-10 | 2,778 | 1,258 | 1,225 | 1,341 | 9,136 |

**Certificates issued from July 1, 2013 to June 30, 2014:**

- Journeyperson* - 1,851
- Proficiency* - 58
- Completion of Apprenticeship* - 1,501
- Learners* - 234
- Apprentice Year Cards (issued to each apprentice at the completion of a level of training) - 7,894

*For an explanation of the type of certificates issued, please see page 41, Appendix H: Definitions of Terms Used in This Report*

| Saskatchewan Apprentice Registrations of Under-Represented Groups 2009-10 to 2013-14 | | | | | | |
|---|---|---|---|---|---|---|
| Year | Total Number of Under-Represented Groups | Total Women | Women in Predominantly Male Occupations | Aboriginal People | Visible Minority | People with Disabilities |
| 2013-14 | 2,961 | 946 | 445 | 1,532 | 238 | 245 |
| 2012-13 | 2,720 | 884 | 377 | 1,383 | 214 | 239 |
| 2011-12 | 2,662 | 950 | 355 | 1,288 | 174 | 250 |
| 2010-11 | 2,579 | 853 | 332 | 1,272 | 165 | 289 |
| 2009-10 | 2,697 | 824 | 228 | 1,216 | 92 | 277 |

| Saskatchewan Youth Apprenticeship Program Five-Year Overview 2009-10 to 2013-14 | | | | | |
|---|---|---|---|---|---|
| Year | Total Number of High Schools Enrolled | Total Number of Students Registered as Youth Apprentices | Total Number of Students Issued a Certificate of Completion | Total Number of Youth Apprentices Who Registered as Apprentices in the Regular Apprenticeship Program | Total Number of SYA Presentations to School Groups |
| 2013-14 | 287 | 4,036 | 534 | 130 | 234 |
| 2012-13 | 277 | 3,791 | 305* | 122 | 316 |
| 2011-12 | 265 | 3,508 | 743 | 151 | 327 |
| 2010-11 | 255 | 3,858 | 925 | 111 | 408 |
| 2009-10 | 242 | 4,464 | 1,138 | 131 | 330 |

** Decrease in numbers due to a change in tracking and issuing of completion certifications. Previous numbers include students completing each level. Now the number reflects only those who are completed or will no longer be taking part in the program.*

| Aboriginal Apprenticeship Participation 2009-10 to 2013-14 | | | | | | |
|---|---|---|---|---|---|---|
| Year | Total Aboriginal Apprentices Registered at June 30 | First Nations* | Métis | Total Aboriginal Journeyperson Certificates Issued (includes both apprentices and trade qualifiers) | First Nations* | Métis |
| 2013-14 | 1,532 | 1,002 | 530 | 124 | 74 | 50 |
| 2012-13 | 1,383 | 909 | 474 | 144 | 73 | 71 |
| 2011-12 | 1,288 | -- | -- | 112 | -- | -- |
| 2010-11 | 1,272 | -- | -- | 123 | -- | -- |
| 2009-10 | 1,216 | -- | -- | 76 | -- | -- |

** Includes Inuit.*
*-- No data available.*
*Aboriginal individuals made up 14.8% of all registered apprentices in 2013-14.*
*Aboriginal individuals were issued 6.7% of all journeyperson certificates in 2013-14.*

# Appendix C:
# Registrations, Completions and Cancellations by Designated Trade 2013-14

| Trade | Number of Apprentices June 30, 2013 | Registrations | Cancellations | Completions | Number of Apprentices June 30, 2014 |
|---|---|---|---|---|---|
| Agricultural Machinery Technician | 240 | 74 | 39 | 22 | 253 |
| Aircraft Maintenance Engineer Technician* | | | | | |
| Automotive Service Technician | 352 | 136 | 57 | 77 | 354 |
| Boilermaker | 30 | 12 | 0 | 7 | 35 |
| Bricklayer | 53 | 7 | 13 | 6 | 41 |
| Cabinetmaker | 13 | 1 | 1 | 2 | 11 |
| Carpenter | 1,404 | 351 | 145 | 168 | 1,442 |
| Sub-trade: Framer | 10 | 1 | 2 | 0 | 9 |
| Sub-trade: Scaffolder | 331 | 44 | 78 | 16 | 281 |
| Construction Craft Labourer | 1 | 3 | 1 | 0 | 3 |
| Cook | 107 | 48 | 21 | 12 | 122 |
| Crane and Hoist Operator | 17 | 8 | 3 | 1 | 21 |
| Sub-trade: Boom Truck Operator "A" | 57 | 30 | 5 | 9 | 73 |
| Sub-trade: Boom Truck Operator "B" | 16 | 0 | 7 | 0 | 9 |
| Sub-trade: Lattice Boom Crane Operator | 1 | 3 | 0 | 0 | 4 |
| Drywall and Acoustical Mechanic | 0 | 0 | 0 | 0 | 0 |
| Electrician | 2,011 | 592 | 166 | 310 | 2,127 |
| Electronics Assembler | 9 | 1 | 1 | 3 | 6 |
| Esthetician - Nail Technician | 3 | 3 | 0 | 0 | 6 |
| Esthetician - Skin Care Technician | 3 | 3 | 0 | 0 | 6 |
| Food and Beverage Person | 48 | 7 | 10 | 8 | 37 |
| Glassworker | 6 | 6 | 1 | 0 | 11 |
| Guest Services Representative | 9 | 13 | 4 | 10 | 8 |
| Hairstylist | 400 | 163 | 40 | 127 | 396 |
| Heavy Duty Equipment Technician | 295 | 108 | 17 | 55 | 331 |
| Horticulture Technician | 1 | 2 | 0 | 0 | 3 |
| Hydraulic Crane Operator | 80 | 25 | 24 | 10 | 71 |
| Industrial Instrument Technician | 140 | 57 | 15 | 31 | 151 |
| Industrial Mechanic (Millwright) | 524 | 155 | 34 | 86 | 559 |
| Insulator | 68 | 14 | 5 | 4 | 73 |
| Ironworker Reinforcing Rebar | 9 | 1 | 0 | 0 | 10 |
| Ironworker Structural | 143 | 39 | 33 | 21 | 128 |
| Locksmith | 6 | 1 | 2 | 0 | 5 |
| Machinist | 114 | 28 | 12 | 13 | 117 |
| Meat Cutter | 1 | 0 | 1 | 0 | 0 |
| Endorsement: Processor | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Slaughterer | 0 | 0 | 0 | 0 | 0 |

| Trade | Number of Apprentices June 30, 2013 | Registrations | Cancellations | Completions | Number of Apprentices June 30, 2014 |
|---|---|---|---|---|---|
| Motor Vehicle Body Repairer | 116 | 43 | 23 | 25 | 111 |
| Sub-trade: Motor Vehicle Body Refinisher | 2 | 0 | 2 | 0 | 0 |
| Painter And Decorator | 8 | 2 | 0 | 1 | 9 |
| Partsperson | 67 | 28 | 11 | 9 | 75 |
| Pipeline Equipment Operator | | | | | |
| Endorsement: Dozer Operator | 1 | 0 | 0 | 0 | 1 |
| Endorsement: Excavator Operator | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Grader Operator | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Sideboom Operator | 0 | 0 | 0 | 0 | 0 |
| Plasterer | 0 | 0 | 0 | 0 | 0 |
| Plumber | 1,052 | 345 | 91 | 157 | 1,149 |
| Pork Production Technician | | | | | |
| Endorsement: Breeder | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Facilities Maintenance | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Farrowing | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Grower-Finisher | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Nursery Management | 0 | 0 | 0 | 0 | 0 |
| Powerline Technician | 243 | 72 | 22 | 40 | 253 |
| Refrigeration Mechanic | 113 | 30 | 14 | 10 | 119 |
| Rig Technician | | | | | |
| - Derrickhand (Level Two) | 89 | 35 | 31 | 9 | 84 |
| - Driller (Level Three) | 72 | 38 | 0 | 17 | 93 |
| - Motorhand (Level One) | 186 | 59 | 49 | 15 | 181 |
| Roofer | 24 | 4 | 5 | 0 | 23 |
| Sheet Metal Worker | 273 | 96 | 30 | 30 | 309 |
| Sprinkler Systems Installer | 47 | 22 | 7 | 4 | 58 |
| Steamfitter-Pipefitter | 269 | 52 | 39 | 32 | 250 |
| Sub-trade: Petroleum Installer Technician | 4 | 1 | 1 | 1 | 3 |
| Steel Fabricator | 43 | 21 | 13 | 1 | 50 |
| Tilesetter | 7 | 0 | 0 | 0 | 7 |
| Tower Crane Operator | 4 | 2 | 1 | 1 | 4 |
| Truck and Transport Mechanic | 202 | 72 | 33 | 36 | 205 |
| Water Well Driller | 0 | 0 | 0 | 0 | 0 |
| Welder | 699 | 201 | 120 | 115 | 665 |
| Sub-trade: Semiautomatic Welding Production Operator | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 10,023 | 3,059 | 1,229 | 1,501 | 10,352 |

**Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.*

# Appendix D:
# Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2013-14

| Trade | Enrolment Levels | | | | |
|---|---|---|---|---|---|
| | All Levels | First | Second | Third | Fourth |
| Agricultural Machinery Technician | 160 | 47 | 44 | 48 | 21 |
| Aircraft Maintenance Engineer Technician[1] | 0 | 0 | 0 | 0 | 0 |
| Automotive Service Technician | 277 | 70 | 57 | 67 | 83 |
| Boilermaker | 31 | 5 | 11 | 8 | 7 |
| Bricklayer | 34 | 13 | 7 | 14 | n/a |
| Cabinetmaker | 0 | 0 | 0 | 0 | 0 |
| Carpenter | 797 | 176 | 232 | 175 | 214 |
| Sub-trade: Framer | 0 | 0 | n/a | n/a | n/a |
| Sub-trade: Scaffolder | 143 | 61 | 48 | 23 | 11 |
| Construction Craft Labourer | 0 | 0 | 0 | n/a | n/a |
| Cook | 59 | 29 | 19 | 11 | n/a |
| Crane and Hoist Operator | 12 | 6 | 5 | 1 | n/a |
| Sub-trade: Boom Truck Operator A | 23 | 11 | 12 | n/a | n/a |
| Sub-trade: Boom Truck Operator B | 1 | 1 | 0 | n/a | n/a |
| Sub-trade: Lattice Boom Crane Operator | 0 | 0 | 0 | 0 | n/a |
| Drywall and Acoustical Mechanic | 0 | 0 | 0 | 0 | n/a |
| Electrician | 1,713 | 490 | 515 | 408 | 300 |
| Electronics Assembler | 4 | 0 | 4 | n/a | n/a |
| Food and Beverage Person** | 12 | 12 | n/a | n/a | n/a |
| Glassworker | 6 | 6 | 0 | 0 | 0 |
| Guest Services Representative** | 12 | 12 | n/a | n/a | n/a |
| Hairstylist* | 0 | 0 | 0 | n/a | n/a |
| Heavy Duty Equipment Technician | 203 | 60 | 36 | 37 | 70 |
| Horticulture Technician | 1 | 0 | 0 | 1 | 0 |
| Hydraulic Crane Operator | 29 | 9 | 10 | 10 | n/a |
| Industrial Instrument Technician | 45 | 12 | 11 | 10 | 12 |
| Industrial Mechanic (Millwright) | 358 | 82 | 97 | 107 | 72 |
| Insulator | 42 | 16 | 15 | 11 | n/a |
| Ironworker Reinforcing Rebar | 0 | 0 | 0 | n/a | n/a |
| Ironworker Structural | 72 | 24 | 24 | 24 | n/a |
| Locksmith | 0 | 0 | 0 | 0 | n/a |
| Machinist | 60 | 12 | 13 | 23 | 12 |
| Meat Cutter | 0 | 0 | 0 | 0 | n/a |
| Endorsement: Processor | 0 | 0 | n/a | n/a | n/a |
| Endorsement: Slaughterer | 0 | 0 | n/a | n/a | n/a |
| Motor Vehicle Body Repairer | 83 | 24 | 10 | 24 | 25 |
| Sub-trade: Motor Vehicle Body Refinisher | 0 | 0 | 0 | n/a | n/a |
| Painter and Decorator | 5 | 1 | 1 | 3 | n/a |

| Trade | Enrolment Levels | | | | |
|---|---|---|---|---|---|
| | All Levels | First | Second | Third | Fourth |
| Partsperson | 50 | 22 | 16 | 12 | n/a |
| Pipeline Equipment Operator | 0 | 0 | 0 | n/a | n/a |
| Plasterer[2] | 0 | 0 | 0 | 0 | n/a |
| Plumber | 865 | 266 | 208 | 223 | 168 |
| Pork Production Technician | 0 | 0 | 0 | n/a | n/a |
| Endorsement: Breeder | 0 | 0 | n/a | n/a | n/a |
| Endorsement: Facilities | 0 | 0 | n/a | n/a | n/a |
| Endorsement: Farrowing | 0 | 0 | n/a | n/a | n/a |
| Endorsement: Grower-Finisher | 0 | 0 | n/a | n/a | n/a |
| Endorsement: Nursery Management | 0 | 0 | n/a | n/a | n/a |
| Powerline Technician | 191 | 59 | 56 | 35 | 41 |
| Refrigeration Mechanic | 89 | 18 | 35 | 24 | 12 |
| Rig Technician | 52 | 17 | 15 | 20 | n/a |
| Roofer | 0 | 0 | 0 | 0 | n/a |
| Sheet Metal Worker | 178 | 36 | 59 | 48 | 35 |
| Sprinkler Systems Installer | 22 | 7 | 8 | 7 | n/a |
| Steamfitter/Pipefitter | 194 | 55 | 69 | 28 | 42 |
| Sub-trade: Petroleum Installer Technician | 2 | 1 | 0 | 1 | n/a |
| Steel Fabricator | 24 | 12 | 12 | 0 | n/a |
| Tilesetter | 0 | 0 | 0 | n/a | n/a |
| Tower Crane Operator | 0 | 0 | 0 | n/a | n/a |
| Truck and Transport Mechanic | 142 | 35 | 24 | 36 | 47 |
| Water Well Driller | 0 | 0 | 0 | n/a | n/a |
| Welder | 266 | 67 | 83 | 116 | n/a |
| Sub-trade: Semiautomatic Welding Production Operator | 0 | 0 | n/a | n/a | n/a |
| Total apprentices in training[3] | 6,257 | 1,774 | 1,756 | 1,555 | 1,172 |
| Total upgraders in training | 160 | | | | |
| Total in Training | 6,417 | | | | |
| | | | | | |

*[1] Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship*
*[2] Plasterer - There is presently no technical training available in Canada for this trade*
*[3] This total includes 65 apprentices trained out of province.*
**Technical training is completed prior to registration. 2009-2010 had a pilot conducted using the apprenticeship model*
***Technical training is in partnership with Tourism Saskatchewan*
*n/a - No applicable training for this trade/level*

# Appendix E:
# Journeyperson Examinations 2013-14

| Trade | Total Exams Written | Total Successful | Total Unsuccessful |
|---|---|---|---|
| Agricultural Machinery Technician | 39 | 28 | 11 |
| Aircraft Maintenance Engineer Technician* | 0 | 0 | 0 |
| Automotive Service Technician | 113 | 94 | 19 |
| Boilermaker | 8 | 8 | 0 |
| Bricklayer | 12 | 7 | 5 |
| Cabinetmaker | 2 | n/a | n/a |
| Carpenter | 253 | 184 | 69 |
| Sub-trade: Framer | 0 | 0 | 0 |
| Sub-trade: Scaffolder | 15 | 13 | 2 |
| Construction Craft Labourer | 11 | 3 | 8 |
| Cook | 82 | 30 | 52 |
| Crane and Hoist Operator | 9 | 5 | 4 |
| Sub-trade: Boom Truck Operator "A" | 42 | 29 | 13 |
| Sub-trade: Boom Truck Operator "B" | 4 | n/a | n/a |
| Sub-trade: Lattice Boom Crane Operator | 0 | 0 | 0 |
| Drywall and Acoustical Mechanic | 10 | 10 | 0 |
| Electrician | 410 | 320 | 90 |
| Electronics Assembler | 4 | n/a | n/a |
| Esthetician - Nail Technician | 25 | 24 | 1 |
| Esthetician - Skin Care Technician | 23 | 21 | 2 |
| Food and Beverage Person | 0 | 0 | 0 |
| Glassworker | 0 | 0 | 0 |
| Guest Services Representative | 0 | 0 | 0 |
| Hairstylist | 213 | 156 | 57 |
| Heavy Duty Equipment Technician | 107 | 75 | 32 |
| Horticulture Technician | 0 | 0 | 0 |
| Hydraulic Crane Operator | 19 | 17 | 2 |
| Industrial Instrument Technician | 43 | 29 | 14 |
| Industrial Mechanic (Millwright) | 120 | 99 | 21 |
| Insulator | 13 | 9 | 4 |
| Ironworker Reinforcing Rebar | 0 | 0 | 0 |
| Ironworker Structural | 31 | 25 | 6 |
| Locksmith | 0 | 0 | 0 |
| Machinist | 21 | 13 | 8 |
| Meat Cutter | 0 | 0 | 0 |
| Endorsement: Processor | 0 | 0 | 0 |
| Endorsement: Slaughterer | 0 | 0 | 0 |
| Motor Vehicle Body Repairer | 33 | 24 | 9 |
| Sub-trade: Motor Vehicle Body Refinisher | 0 | 0 | 0 |
| Painter and Decorator | 13 | 2 | 11 |

| Trade | Total Exams Written | Total Successful | Total Unsuccessful |
|---|---|---|---|
| Partsperson | 26 | 21 | 5 |
| Pipeline Equipment Operator | 0 | 0 | 0 |
| Endorsement: Dozer Operator | 0 | 0 | 0 |
| Endorsement: Excavator Operator | 0 | 0 | 0 |
| Endorsement: Grader Operator | 0 | 0 | 0 |
| Endorsement: Sideboom Operator | 0 | 0 | 0 |
| Plasterer | 0 | 0 | 0 |
| Plumber | 227 | 166 | 61 |
| Pork Production Technician | 0 | 0 | 0 |
| Endorsement: Breeder | 0 | 0 | 0 |
| Endorsement: Facilities | 0 | 0 | 0 |
| Endorsement: Farrowing | 0 | 0 | 0 |
| Endorsement: Grower-Finisher | 0 | 0 | 0 |
| Endorsement: Nursery Management | 0 | 0 | 0 |
| Powerline Technician | 44 | 37 | 7 |
| Refrigeration Mechanic | 15 | 10 | 5 |
| Rig Technician | 0 | 0 | 0 |
| - Motorhand (Level One) | 0 | 0 | 0 |
| - Derrickhand (Level Two) | 3 | n/a | n/a |
| - Driller (Level Three) | 40 | 37 | 3 |
| Roofer | 1 | n/a | n/a |
| Sheet Metal Worker | 37 | 28 | 9 |
| Sprinkler Systems Installer | 8 | 8 | n/a |
| Steamfitter-Pipefitter | 87 | 65 | 22 |
| Sub-trade: Petroleum Installer Technician | 1 | n/a | n/a |
| Steel Fabricator | 3 | n/a | n/a |
| Tilesetter | 1 | n/a | n/a |
| Tower Crane Operator | 1 | n/a | n/a |
| Truck and Transport Mechanic | 99 | 55 | 44 |
| Water Well Driller | 0 | 0 | 0 |
| Welder | 213 | 147 | 66 |
| Sub-trade: Semiautomatic Welding Production Operator | 0 | 0 | 0 |
| TOTAL | 2,481 | 1,815 | 666 |

*'Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship to comply with Transport Canada regulations.*
*n/a - Due to a SATCC privacy policy, results are not reported for trades with less than six journeypersons.*

# Appendix F:
# Saskatchewan's Designated Trades and Industry Sectors

**Agriculture, Tourism and Service Sector**

Cook (IP)
Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person
Guest Services Representative
Hairstylist (IP)
Horticulture Technician (IP)
Locksmith
Meat Cutter
- □ Processor
- □ Slaughterer

Pork Production Technician
- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

**Construction Sector**

Boilermaker (IP)
Bricklayer (IP)
Cabinetmaker (IP)
Carpenter (IP)
- □ Framer
- □ Scaffolder

Construction Craft Labourer (IP)
Crane and Hoist Operator (IP)
- □ Boom Truck Operator "A"
- □ Boom Truck Operator "B"
- □ Hoist Operator (de-designated December 10, 2013)
- □ Lattice Boom Crane Operator

Drywall and Acoustical Mechanic (IP)
Electrician (IP)*+
Glassworker (IP)
Hydraulic Crane Operator (IP)
Industrial Mechanic (Millwright) (IP)*
Insulator (IP)
Ironworker Reinforcing Rebar (IP)
Ironworker Structural (IP)
Painter and Decorator (IP)
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber (IP)+
Powerline Technician (IP)
Refrigeration Mechanic (IP)*+
Roofer (IP)
Sheet Metal Worker (IP)+
Sprinkler Systems Installer (IP)
Steamfitter-Pipefitter (IP)
- □ Petroleum Installer Technician

Tilesetter (IP)
Tower Crane Operator (IP)
Water Well Driller

**Production and Maintenance Sector**

Electrician (IP)*+
Electronics Assembler
Industrial Instrument Technician (IP)
Industrial Mechanic (Millwright) (IP)*
Machinist (IP)
Refrigeration Mechanic (IP)*+
Rig Technician (IP)
- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three) (IP)

Steel Fabricator (IP)
Welder (IP)
- □ Semiautomatic Welding Production Operator

**Motive Repair Sector**

Agricultural Machinery Technician (IP)
Aircraft Maintenance Engineer Technician
Automotive Service Technician (IP)
Heavy Duty Equipment Technician (IP)
Motor Vehicle Body Repairer (IP)
- □ Motor Vehicle Body Refinisher (IP)

Partsperson (IP)
Truck and Transport Mechanic (IP)

□ *Represents a sub-trade or endorsement*
• *Represents a journeyperson certificate in the trade specialty*
* *The designated trade is part of more than one industry sector*
*(IP) This trade or sub-trade is recognized with the Red Seal interprovincial status*
\+ *Compulsory Trade*

# Appendix G:
# Definition of Terms Used in This Report

**Act and Regulations:** *The Apprenticeship and Trade Certification Act 1999* and regulations are the authority under which the program operates.

**Apprentice:** An individual who is working in a designated trade, has signed a contract of apprenticeship with his or her employer, and is registered with the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a skilled trade in which they are acquiring skills.

**Apprenticeship Training:** A system of training that has two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Executive Director of Apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through workplace training which is supervised by a certified journeyperson, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

**Certificate of Completion of Apprenticeship:** A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of required technical training; has met all requirements for the Journeyperson Certificate of Qualification; and has submitted a record book to the Commission in designated trades which require a record book.

**Compulsory Apprenticeship:** An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: Electrician, Plumber, Refrigeration Mechanic and Sheet Metal Worker.

**Designated Trade:** An occupation designated under *The Apprenticeship and Trade Certification Act, 1999*. Designation of an occupation means that legislated rules apply; standards, technical training and certification examinations are established.

**Interprovincial Standards Red Seal Program (Red Seal):** A national certification program that assists workers seeking employment in any province/territory in Canada.

**Journeyperson:** An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission or other Canadian apprenticeship authority.

**Journeyperson Certificate of Qualification:** A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations.*

**Learner's Certificate:** A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the Commission and trade regulations.

**Proficiency Certificate:** A certificate is issued to reflect an individual's ability in a significant area of their trade.

**Saskatchewan Apprenticeship and Trade Certification Commission (SATCC or the Commission):** SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

**Sub-trade:** A branch of a designated trade that is recognized for training and certification purposes.

**Tradesperson:** An individual who is working at one of the non-compulsory designated trades, but is not an apprentice or a journeyperson.

**Trade Qualifier**: A tradesperson who is not a registered apprentice, but has established eligibility to challenge a certification examination.

**Updating:** Training designed to enhance the skills of an individual who already holds journeyperson certification.

**Upgrading:** Training designed to assist a tradesperson in preparing to take a journeyperson examination.

**Voluntary Apprenticeship:** Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

**Work (Workplace) Experience:** Also known as "experiential learning." The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

# Appendix H:
# Saskatchewan Apprenticeship and Trade Certification Commission Offices

**Head Office**

Saskatchewan Apprenticeship and Trade Certification Commission
2140 Hamilton Street
**Regina** SK S4P 2E3
Phone: (306) 787-2444
Fax: (306) 787-5105
Toll-free: 1-877-363-0536
Email: apprenticeship@gov.sk.ca
Website: www.saskapprenticeship.ca

**Regional Offices**

Apprenticeship and Trade Certification Commission
Estevan Regional Office
#201 - 1302A - 3rd Street
**Estevan** SK S4A 0S2

Apprenticeship and Trade Certification Commission
Northern Regional Office
Mistasinihk Place, 1328 La Ronge Avenue
Box 5000
**La Ronge** SK S0J 1L0

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
**Moose Jaw** SK S6H 6V2

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 Street
**North Battleford** SK S9A 1E9

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
Box 3003
141 - 15th Street East
**Prince Albert** SK S6V 6G1

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
603 - 45th Street West
**Saskatoon** SK S7L 5W5

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
Room 521.9, 350 Cheadle Street West
**Swift Current** SK S9H 4G3

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
Room 302, 120 Smith Street East
**Yorkton** SK S3N 3V3